

Memorandum

*Serious drought.
Help save water!*

To: DISTRICT SINGLE FOCAL POINTS

Date: February 26, 2016

From: DONNA BERRY
Acting
SHOPP Manager

Donna Berry

Subject: State Highways Operation and Protection Program Project Allocation Extension Request

This memorandum provides instructions, guidance, and improvements for the State Highway Operation and Protection Program (SHOPP) project allocation extension request process. In response to SB 486 there is a greater need to document, monitor and manage SHOPP projects. Therefore, a project must be RTL by the "Request to HQ" date of May 9, 2016, for the June meeting, as shown on the CTC Liaison preparation calendar, to be placed on the agenda for allocation.

If your Fiscal Year (FY) 2015-16 project will **not** be allocated by June 2016, a "SHOPP Allocation Time Extension Request" must be approved by the CTC. The due date for submittal of a SHOPP allocation time extension is May 9, 2016. The CTC will take action on allocation extension requests at the June meeting.

A standardized form has been created to request a SHOPP allocation time extension. Projects will only be granted one extension, and the maximum extension allowable is 20 months, however, the CTC may grant less than the requested number of months.

Email a scanned copy of the signed SHOPP Allocation Time Extension Request form to SHOPP.Amendment.Request@dot.ca.gov. This form is located on the Division of Transportation Programming webpage under the SHOPP link (www.dotca.gov/hq/transprog/shopp).

If you have any questions, please contact your SHOPP programming Liaison.

Attachment

c: Lyle Stockton
Michael Webster
Greg Wong
Rich Williams
SHOPP Managers



SHOPP Allocation Time Extension Request

SHOPPTER: Ver 3 2/18/16

Caltrans

Division of Transportation Programming
State Highway Operation and Protection Program (SHOPP)

Date:

EFIS #

Dist	Co	Route	EA	Program Code	PPNO	Programmed Capital Const.	Anticipated RTL Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

<input type="checkbox"/> Is this an August CTC Vote	<u>Number of Months Requested</u>	<u>Month & Year Extension Expires:</u>	<u>Programmed FY</u>
	(Maximum 20 Months) <input type="text"/>	<input type="text"/>	2015/16

Project Description: (Should match CTIPS)

Type of work:

Reason for Project Allocation Delay:

Information to be presented to the California Transportation Commission (CTC):

-	-	EA:	SHOPP -	Month(s)
PPNO:				

Project Manager (Print)	<input type="text"/>	Project Manager (Sign)	<input type="text"/>	Phone	<input type="text"/>
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Single Focal Point (Print)	<input type="text"/>	Single Focal Point (Sign)	<input type="text"/>	Phone	<input type="text"/>
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* Email a Scanned copy of the signed Allocation Time Extension Request form to: SHOPP.Amendment.Requests@dot.ca.gov

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